

COOPERATIVE AGREEMENT POSITION

VACANCY ANNOUNCEMENT

JOB ID#Q06-21

JOINT FORCE HEADQUARTERS
50 MAPLE STREET
MILFORD, MA 01757

DEADLINE FOR APPLICATIONS: 11 OCTOBER 2006

POSITION:	DATA ENTRY CLERK
BASE SALARY:	\$17.50 per hour, full benefits
EMPLOYMENT LOCATION	Joint Force Headquarters, Milford, MA
SUPERVISORY CONTROL:	Construction and Facilities Management Officer
QUALIFICATION REQUIREMENTS:	See attached job description
APPLICATION PROCEDURE:	
SEND RESUME TO:	Ms. Barbara Sullivan Director, Human Resources Office of the State Quartermaster 50 Maple Street Milford, MA 01757

**SELECTION WILL BE MADE ON THE BASIS OF PERSONAL INTERVIEW WITH THE
PERSONNEL REVIEW BOARD APPOINTED BY THE STATE QUARTERMASTER**

Cooperative Funding Agreement
Job Description

POSITION TITLE: Data Entry Clerk

POSITION LOCATION: MA ARNG, Joint Force Headquarters, Milford, MA

RATE OF PAY: \$17.50 per hour, full benefits

RESPONSIBLE TO: Construction and Facilities Management Officer

DUTIES AND RESPONSIBILITIES: Located at the Construction and Facilities Management Office in the Joint Force Headquarters, Milford, MA. This position is responsible for spreadsheets to be used for utilities invoice analysis, development of historic utility cost data base and identification of cost trends by utility and facility serviced. This position will work jointly with the Energy Manager and assigned Project Managers. The ability to develop, initiate and assist in oversight of energy management projects is a must.

SPECIFIC TASKS INCLUDE:

- Purpose of the work is to provide computer data management, office automation and clerical support service for the CFMO. Incumbent performs routine tasks (i.e., selecting format, correcting errors, verification of data, etc.) required to produce data base documents in final form. Incumbent collects, selects, organizes and provides information in oral or written form. This may involve telephone conversations, electronic mail, reports, on-line databases, etc. The work is performed in accordance with established rules, regulations, procedures, and office automation practices. Work performed facilitates and contributes to the overall efficiency of the CFMO.
- The management of all data base software programs ranging in complexity from resident desktop programs to web based applications. The incumbent utilizes various computer software and computer systems to include local and wide area networks to enter, prepare, edit, finalize reports, forms, records, and standing operating procedures (SOPs).
- Compile statistical data for reports, charts, or records by extracting data from documents, files, or from other database reports. Computes or verifies accuracy of computations. Prepare queries using available databases (i.e. PIER, LRCP, ISR, SMR-PRO, energy reports etc.) and/or off the shelf commercial database programs such as Microsoft Access. Prepares visual/audio presentations – makes slides, viewgraphs, etc. Collates and distributes presentations based on guidance. Receives and processes reproduction service requests (both internal and external) to include bulk copies and architectural/engineering (A&E) contract documents.
- Prepares correspondence by obtaining and assembling material, completing correspondence using word processor/computer/typewriter, proofreads to assure correct format proper spelling, punctuation, capitalization, grammar, etc., collates, fastens and returns correspondence to originator, and maintains master file for correspondence. Gathers background information, and composes correspondence in accordance with applicable regulations.
- Retains hard copies of AEWS reports and submits energy reports monthly to USPFO for accountability.
- Performs other duties as directed by the Construction and Facilities Management Officer and/or Energy Manager

QUALIFICATIONS: A strong background and attention to detail in data collection, entry and interpretation is a must. Associate's degree in Business or equivalent professional experience with a minimum of 2 years experience in data collection and data base management is required. A strong working knowledge of utilities service and utility invoice analysis is desired.